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## NEWS RELEASE

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# Virginia Begins Licensure Program for Common Interest Community Managers

*State law requires license for individuals, firms offering  
management services to homeowner associations*

**RICHMOND** – More than 4,000 common interest communities are registered in Virginia, many of which contract with professional managers for a variety of business, legal and financial responsibilities. Common interest communities include Property Owners' Associations, Condominium Associations, and Cooperative Associations – communities with governing bodies that collect mandatory assessments and maintain common areas (such as a lake or clubhouse).

A new state law requires individuals and firms offering such management services as of January 1, 2009, to hold a license issued by the Common Interest Community Board. The General Assembly established the new Board at the Department of Professional and Occupational Regulation (DPOR) during the 2008 Session.

Current association managers may be “grandfathered” into the new licensure program by obtaining a provisional license. Provisional licenses will be issued to association managers who apply for licensure between November 13, 2008, and December 31, 2008.

After the provisional license period expires, applicants must meet additional experience requirements. Applicants for a non-provisional license must hold active designations from an approved national accrediting organization.

Regulations developed by the Common Interest Community Board specify the requirements necessary for provisional licensure, including evidence of a blanket fidelity bond or employee dishonesty insurance policy and certification that:

- the manager has established a code of conduct to protect against conflicts of interest;
- the manager provides services pursuant to written contracts with associations;

-- more --

- the manager has established a system of internal accounting controls to manage the risk of fraud or illegal acts; and
- an independent Certified Public Accountant reviews or audits the manager's financial statements at least annually.

Applications for the Common Interest Community Manager provisional license are available online at [www.dpor.virginia.gov](http://www.dpor.virginia.gov) and by contacting the Common Interest Community Board at (804) 367-8510. Association managers may submit an application for a provisional license between November 13, 2008, and December 31, 2008 **ONLY**.

In addition to the application fee, applicants must pay an annual assessment based on their annual gross receipts, plus a one-time initial assessment to finance the Common Interest Community Management Recovery Fund. The Recovery Fund is a fund established by law that may be used to pay court-appointed receivers and to restore association monies in the event a licensed manager fails in its fiduciary responsibilities.

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**About DPOR...**

The Virginia Department of Professional and Occupational Regulation (DPOR) administers and enforces laws regulating nearly 40 commercial occupations and certain professions. The agency licenses or certifies more than 300,000 individuals and businesses ranging from architects and contractors to cosmetologists and professional wrestlers.

DPOR investigates reports of regulatory violations by licensees; assists law enforcement with complaints of criminal activity by unlicensed practitioners; responds to business-related consumer inquiries and requests for license checks; administers recovery funds for consumers harmed in contractor or real estate transactions; and conducts mediation services and public awareness campaigns.

For more information, visit DPOR online at [www.dpor.virginia.gov](http://www.dpor.virginia.gov).